

MEMORANDUM

17 February 1948

TO : DIRECTOR, CIG

THROUGH: ADSO

SUBJECT: Maximum Allowable Travel Expenses

1. Memorandum from Chief, P&A, CIG, of 4 February 1947 to the Chief, Special Funds, established the CIG policy for the Training Branch OSO and the [ ] OSO, of allowing actual expenses of hotel, meals and gratuities not to exceed \$10.00 per day in lieu of normal Government travel per diem, of \$6.00, in the continental U.S. Said memorandum further provided for actual daily expenses in excess of \$10.00 with the approval of the Director, CIG.

2. Attached hereto is a travel voucher of a member of the Training Branch, OSO, which has been approved by the Branch Chief. Since the daily expenses exceed \$10.00, approval of the Director will be necessary before this office can make payment.

3. For your information, the following breakdown of daily expenses is offered:

Date	Hotel	Breakfast	Lunch	Dinner	Gratuities	Total
23 Dec.	- - -	- - -	- - -	\$2.00	.50	\$ 2.50
25 Dec.	\$10.50	- - -	- - -	2.00	.40	12.90
26 Dec.	10.50	\$.90	\$1.00	1.60	.50	14.50
27 Dec.	5.78	1.00	.70	1.75	.45	9.68
28 Dec.	5.78	1.00	.60	2.00	.55	9.93
29 Dec.	5.78	.90	3.00	1.70	.80	12.16
30 Dec.	5.78	1.00	1.00	1.60	.60	9.98
31 Dec.	5.78	1.00	1.00	1.60	.60	9.98
1 Jan.	5.78	.90	1.10	1.50	.50	9.78
2 Jan.	5.78	1.00	.90	1.70	.40	9.78
3 Jan.	5.78	1.00	.90	1.60	.50	9.78
4 Jan.	5.78	1.00	1.50	1.00	.40	9.68
5 Jan.	5.78	1.00	2.00	1.60	.30	10.68
6 Jan.	5.78	1.00	2.00	1.75	.40	10.93
7 Jan.	- - -	1.00	2.00	1.75	.50	5.25
8 Jan.	- - -	- - -	- - -	- - -	.50	.50

4. After approval, please return to Special Funds Division, Room 1115 Ques, for payment.

STATINTL

[ ]  
Chief, Special Funds

APPROVED:

R. H. HILLEKOECKER  
Admiral - USN  
Director, CIG

CND:lk